Date:	08/11/2017 (Wednesday)
Time:	1.15pm - 2.00pm
Venue:	Prof Office Level 5
Attendees:	Team PlusMinus: Low Wen Jun (Belynda) Rafid Aziz Tan Ming Kwang Gwee Wei Ling Mario Yeremia Ngawing Eugene Tan Wei Hong Supervisor: Paul Griffin
Agenda:	- Clarification of Questions

	To-Do	Assignment	Due Date
1	-		

	Things Discussed	Conclusion

1	1. When to sign off
	    a. Sign off UAT, and sign off Handover
	    b. Can be in the same document, in the first sign off draft created
	2. Who sign if got 2 client
	    a. 1 signature from HR.
	    b. Or depends on HR if they want IT department to sign off.
	    c. Project Owner is a MUST
	3. When to submit sponsor evaluation
	    a. Before Finals - 22 Nov
	4. When to submit peer evaluation
	    a. Before Finals - 22 Nov
	5. What is All testing extra credit
	    a. Ask TA about this
	6. Do we reuse tech complexity and everything else slides for finals?
	    a. Leave AI chat bot inside and ADD in highcharts	

	b. Go into details for UAT, summary of previous UTs that is before midterms c. Midterms burndown make it transparent d. Keep change management before midterms, give a brief introduction to this 7. Mention the change request from clients in Change Management 8. In presentation, give an overview number of the CRs and how many were rejected and give reason. 9. Show handover document in final presentation	
2	Prof Advise: Have a incremental backup every day and a full backup at the end of every week.	
3	Update: - AI is back up - Load testing of 300 is to be done before finals - New HR manager - Proposed the CRs but we rejected them (see wiki) - Handover signature to be from Frank - Director - Showed prof video	

The meeting was adjourned at 2.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun

Vetted and edited by,
Rafid Aziz